

INVENTORY SERVICES SUPERVISOR

GRADE: 15

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Inventory Services Supervisor performs difficult clerical and intermediate administrative work involved in the maintenance of the City's store-room inventory and related records in accordance with inventory principles and practices. The incumbent has regular contact within and outside the department supplying or seeking information and materials necessary for City operation. The work requires considerable physical effort under somewhat disagreeable working conditions. The incumbent receives general managerial direction from the Purchasing Supervisor. The work provides services to user departments with meaningful impact upon their operation. The incumbent supervises the Inventory Services Specialist.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

- Receives, unpacks, checks and records the receipt of goods, ensuring and reporting compliance with purchasing specification.
- Completes request for check disbursement forms.
- Lifts materials up to 80 lbs.
- Reviews the stockroom over the counter slips and receipts in order to maintain adequate levels of stock at all times.

- Records all stockroom transactions accurately in the AMS online inventory control system including budget line-item information that is charged directly to the departments and Calculates prices to be charged to the departments, averaging costs based on price changes.
- Maintains inventory and price records; posts the number and cost of items issued to stock records.
- Writes proper specifications, with the cooperation of stockroom customers, for items to be purchased for inventory.
- Responds to user requests for additional inventory by taking the necessary action to add items.
- Directly purchases all items valued less than \$2000 (80%-90% of stockroom inventory.)
- Ensures that the stockroom is maintained in a clean and orderly manner.
- Maintains Material Safety Data sheet information for all stored products and materials.
- Issues supplies, tools, equipment, to requisitioning employees; records, issues and posts charges to proper accounts.
- Issues all uniforms, handles repairs, alterations, shortages and credits and maintains accurate records.
- Initiates requisitions for replenishing stocks when reorder level is reached.
- Plans, organizes, supervises and participates as necessary in the inventory of supplies including annual inventories.
- Prepares reports substantiating inventory records.
- Maintains stock bins, other storage facilities and storeroom in a clean and orderly fashion.
- Performs related work as assigned.

QUALIFICATIONS:

Required Training and Experience:

Any combination of training and experience substantially equivalent to graduation from high school and three years experience in storage of materials and equipment used in maintenance and repair activities. One year supervisory experience is preferred. Familiarity with automated inventory systems and data entry preferred. Possession of an appropriate driver's license valid in the State of Maryland.

Preferred Knowledge, Skills and Abilities:

- Knowledge of warehousing and purchasing systems and methods, including inventory and price record-keeping procedures.
- Knowledge of the nomenclature and types of a wide variety to parts, tools, equipment and supplies used in municipal operations.
- Knowledge of the City purchasing, accounting and budgeting systems, and of Municipal Public Works and Parks operations.

- Knowledge of warehousing safety rules.
- Knowledge of the principles and practices of supervision.
- Ability to plan, organize, assign, supervise and evaluate the work of a group of subordinates.
- Ability to perform.
- Ability to inspect materials and goods for compliance with specifications.
- Ability to perform rapidly accurate mathematical calculations.
- Ability to maintain accurate and neat inventory, cost and price records and to prepare reports therefrom.
- Ability to establish and maintain effective working relationships with other employees.